

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Division of Teaching and Learning Programs and Services
Bureau of Health and Nutrition Services and Child/Family/School Partnerships

OPERATIONAL MEMORANDUM

TO: Child and Adult Care Food Program (CACFP) Sponsors

FROM: Maureen B. Staggenborg, Director
Child Nutrition Programs

DATE: June 11, 2004

SUBJECT: **Operational Memorandum # 14C-04**
CACFP Application Renewals FY 2004-2005

The Child and Adult Care Food Program (CACFP) renewal materials for day care centers, emergency shelters and after-school "at-risk" programs are enclosed. The deadline for the submission of these materials is **July 9, 2004**. The information required for continued participation for fiscal year 2004-2005 includes the following information:

Agreement for Child Nutrition Programs

An *Agreement for Child Nutrition Programs* (ED-099) Action to enter an agreement and to assign agency representatives requires board approval. **For this reason, it is important to have this matter added to the agenda of the next scheduled board meeting or as soon as possible.** Submit two signed originals of the ED-099 *Agreement for Child Nutrition Programs*.

CACFP Application and Management Plan

A CACFP Application and Management Plan, which described the operation of CACFP and the organizational structure of your organization was submitted for fiscal year 2003-2004. Please complete a new application *ED-099 Schedule A* (enclosed). Review, update or verify the management plan information that was submitted by your agency in 2003-2004 and complete the enclosed *Annual Application and Management Plan Update Report*. Any necessary revisions or verification that program elements have not changed should be noted and the report must be signed by the head of the governing body for the organization (**Signature #1 on the ED-099**). Submit one signed copy of the ED-099 *Schedule A-CACFP Application and Management plan* and one signed copy of the Annual Application and Management Plan Update.

Budget

Complete and submit the Budget Worksheet and CACFP Budget Revision Form (enclosed) for fiscal year 2004-2005.

Annual Press Release

CACFP institutions are required to annually issue a press release that includes their nondiscrimination policy and intention to operate the Child and Adult Care Food Program. A sample press release is enclosed for use in developing a press release specific to individual institutions. All of the information on the sample, including the new income guidelines must be included on the press release developed for your agency. Submit a copy of the release for the 2004-2005 program year including the name of the media and date of the release.

Appeal Procedures

A copy of the appeal procedures for CACFP, *Procedures for Appealing Actions Subject to Administrative Review*, is enclosed with the application materials.

Approved Site Listing

An approved site listing for day care centers, emergency shelters and after-school "at-risk" programs is enclosed. Review, update or verify the program information regarding the food service operations. Return one copy of the edited site listing.

If there are any questions about center application renewals, contact Susan Boyle at (860) 807-2074, Benedict Onye at (860) 807-2080 or Celia Cordero at (860) 807-2076.